

GENERAL DEFINITION OF WORK:

Performs intermediate technical work providing administrative support services in a legal office environment; does related work as required. Work is performed under the general supervision of a senior staff member.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing, processing and maintaining legal office files and records; serving as administrative support to department staff; answering telephone and responding to inquiries and questions.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs administrative/office management functions and provides secretarial/administrative support for the assigned department; processes a variety of documentation associated with department operations within designated timeframes and per established procedures; organizes work and identifies prioritizes.
- Answers telephone calls and greets visitors; screens calls and ascertains nature of business; provides information and assistance; directs callers/visitors to appropriate personnel; initiates and returns calls as necessary.
- Takes dictation; records and transcribes dictated correspondence/documentation; drafts and files pleadings.
- Sets up filing system; sorts indexes and files materials; purges files; maintains spreadsheet used for tracking various cases.
- Maintains petty cash and/or department checkbook.
- Coordinates calendar activities; schedules use of conference room.
- Reviews delinquent accounts for various taxes and fees; researches current address; researches computer notes to identify bankruptcy, payment arrangements, or deceased status; mails ten-day delinquent notice to defendant; responds to calls from defendants.
- Processes warrant in debt for nonpayment of County taxes/fees; obtains defendant/account data and types warrant, affidavit, and warrant statement; obtains necessary signatures and mails to taxpayer; files warrants with General District Court for services; creates docket and file folder for court date.
- Prepares for presentation of case in court; verifies status of warrant service and receipt of any payment/documentation from defendant; records depositions from defendants and types brief; assists defendant in coordinating payment on accounts or possible abatements through proper department; notifies defendants of judgments issued by court.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of legal office practices, procedures, equipment and secretarial techniques; thorough knowledge of departmental functions, organization and policies; thorough knowledge of legal terminology and spelling; thorough knowledge of various related computer software programs; ability to work under pressure; ability to organize and perform work independently; ability to lay out and type complex forms and tables; ability to make difficult arithmetic calculations; ability to type, take and transcribe dictation at a reasonable rate of speed; ability to communicate ideas effectively in both oral and written forms; ability to establish and maintain effective working relationships with associates, court officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from an accredited community college with major course work in Paralegal work in studies and considerable increasingly responsible secretarial experience in a legal office.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.